



Embassy of the United States of America
Kabul, Afghanistan

UNCLASSIFIED

6/22/2015

American Embassy Kabul
Great Masoud Road
Kabul, Afghanistan

Dear Prospective Offeror:

You are hereby; sent this Request for Quotation RFQ# PR4441523 providing standard portable toilet as a rent including monthly cleaning services. We kindly request you to submit your proposals based on requirement, and submit it to the following e- mail address KabulGSOBids@state.gov .

Only bids sent to KabulGSOBids@state.gov will be accepted. Please do not send your bids to any other email addresses.

While sending your quotes via email the subject line should be: **RFQ#PR4441523 providing standard portable toilet as a rent including monthly cleaning service for GSO PA N9H (Vendor Name).**

Please ensure that your subject line follows this format. If it does not comply with above format your bid will NOT be accepted.


The deadline for receipt the bids is **13:00 pm local time, June 24, 2015.** No quotations will be accepted after this time.

The U.S. Government intends to award a Purchase order who provide the requested service with the required scope of work as mentioned in page 03 of this RFQ to the responsible company for **providing standard portable toilet as a rent including monthly cleaning service** submitting an acceptable quotation at the lowest price. We intend to award the contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need.

Direct any questions by letter regarding this solicitation to Kabulgsoprocurement@state.gov. Do not send your bids to this email, only questions regarding this solicitation.

Sincerely,

Procurement and Contracting Unit

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. REQUISITION NUMBER		PAGE 1 OF	
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30							
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER PR4441523	
6. SOLICITATION ISSUE DATE June 22, 2015							
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME N9H Procurement Agent		b. TELEPHONE NUMBER(No collect calls)		8. OFFER DUE DATE/ LOCAL TIME June 24, 2015 LOCAL TIME 13:00pm	
9. ISSUED BY GSO/Procurement American Embassy Kabul Great Massoud Road E-mail: KabulGSOBids@state.gov		CODE		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS		<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO American Embassy Kabul Great Massoud Road - Kabul, Afghanistan		CODE		16. ADMINISTERED BY		CODE	
17a. CONTRACTOR/OFFERER CODE FACILITY CODE		TELEPHONE NO.		18a. PAYMENT WILL BE MADE BY		CODE	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT	
		(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input checked="" type="checkbox"/> 27a.SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		<input type="checkbox"/> 27b.CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.		<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	Providing standard portable toilet as a rent for one year	22	Monthly		
2	Monthly cleaning supplies and cleaning services for 23 portable toilets including Guard dog septic tank	22	Monthly		

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>	
37. CHECK NUMBER				
38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY		
41.a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		
		42b. RECEIVED AT (<i>Location</i>)		
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS	

Scope of work and requirement

Contractor will provide all management, tools, equipment and labor necessary to deliver, maintain and clean 22 portable toilets and maintain one (1) guard dog septic tank in a satisfactory manner.

1.1 Locations and units required:

- North Point of the Embassy Compound – four (4) portable toilets
- North Parking Lot – two (2) portable toilets
- MOI Trailer – one (1) portable toilet
- South Point – six (6) portable toilets
- South Point Kennels – two (2) portable toilets
- Virginia Houses – two (2) portable toilets
- Outside Guam House – one (1) portable toilet
- XE House – three (3) portable toilets
- South Point Kennel Guard dog septic tank
- Polaski Lot - one (1) portable toilet

1.1 Contractor shall be able to respond within 7/24 hours of notification for unscheduled service.

1.2 Service portable toilets twice a week to include cleaning the exterior and the interior of the units, empty water reservoir and sanitize the units.

1.3 Pump out the guard dog septic tank twice a week and sanitize

1.4 Refill chemicals in the tank to neutralize odor.

1.5 Clean site.

1.6 Add Toilet Paper as needed.

1.7 Contractor Shall provide a monthly service "Maintenance Schedule."

1.8 Following each service, an authorized Contractor representative will sign that the service has been completed.

1.9 Contractor Shall maintain a quality control system to achieve the performance standards of the contract.

1.10 Contractor Shall comply with applicable safety and security regulations.

Clauses

*** Please hold Ctrl key on your keyboard and Click on the Hyperlinks below to refer to each of the clauses.

[52.212-1 Instructions to Offerors—Commercial Items.](#)

[52.212-2 Evaluation—Commercial Items.](#)

[52.212-3 Offeror Representations and Certifications—Commercial Items.](#)

[52.212-4 Contract Terms and Conditions—Commercial Items.](#)

[52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items.](#)

*******Special Note:** *****

VALIDITY OF PRICES:

1. Prices shall remain valid for a period of 60 days from submission of the quotation. The U.S. Embassy shall have the right to contract services at any time during this validity period, if required.

2. All costs/unit prices must be exclusive of customs, taxes and duties.

3. Prices shall be provided in Afghani or U.S. Dollars. If in Afghanistan, the monthly U.S. Embassy exchange rate will be automatically applied In order to compare the quotations received in other currency(s).

ADVANCE PAYMENT:

The Financial Regulations and Rules of the U.S. Embassy preclude advance payments or payments by Letters of credit. Such provisions will be prejudicial to its evaluation by the U.S. Embassy. The normal payment terms of the U.S. Embassy are 30 days upon satisfactory completion of goods, work and services based on acceptance thereof by US Embassy.

RISK ANALYSIS MANAGEMENT (RAM):

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel; including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

*****Do not forget that, your attachment must not exceed 5 MB*****